

**SAMHSA Project AWARE-Community Program
TRAC AT-A-Glance Tool: IPP Indicators
And
Guidance for Annual Goals and Budget**

SAMHSA’s Center for Mental Health Services (CMHS) identified three Government Performance and Results ACT (GPRA) indicators to collect performance data on the Project AWARE-Community grantees’ Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. The three IPP indicators are: Training (TR-1); Workforce Development (WD-3); and, Referrals (R-1). The TRAC data entry and reporting system can be found at <https://www.cmhs-gpra.samhsa.gov>

We developed this “cheat sheet” to help AWARE-C grantees classify and submit IPP data results. The “cheat sheet” is divided into two sections

- General overview of data reporting requirements and deadlines
- Operational definitions and data entry guidelines for the three indicators

General Overview: Grantees must comply with three data submission components.

1. **Quarterly data:** Grantees must enter data for each IPP indicator based on the following schedule:

Quarter	Reporting Period	Grantee Deadline	GPO Review & Grantee Revisions
1 st	October 1 – December 31	January 31	March 31
2 nd	January 1 – March 31	April 30	June 30
3 rd	April 1 – June 30	July 31	September 30
4 th	July 1 – September 30	October 31	December 31

In Year 1, AWARE-C grantees will be expected to enter TRAC data (for the 1st, 2nd, and 3rd quarters) 30 days after the end of the 3rd quarter. All subsequent entry of TRAC data will be 30 days after the end of each quarter.

Project AWARE-Community Guidance

ANNUAL GOALS AND BUDGET MODULE

2. **Annual Goals:** Grantees enter annual goals for each IPP indicator for each grant year during the first quarter of each fiscal year. In Year 1, the annual goals should be entered not later than the 30 days after the end of the 3rd quarter. Goals should be reasonable, attainable, and based on the original grant application. This is done in the Annual Goals and Budget Module of TRAC.

3. **Annual Budget Estimates:** For each grant year, grantees submit budget estimates (either a dollar amount or percentage of total grant award) for specific budget categories. These are estimates, not actual expenditures. This is also done in the Annual Goals and Budget module of TRAC no later than 30 days after the end of the 3rd quarter in Year 1. Please refer to the AWARE-C TRAC Budget Categories guidance at the end of this “cheat sheet” for further information.

Project AWARE-Community Guidance

IPP Indicator: TRAINING (TR-1)

The number of individuals who have received training in prevention or mental health promotion

Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for TR-1 in TRAC	Tips and Resources
<p>The intent is to capture information about the number of individuals trained as MHFA or YMHA First Aiders during the reporting period.</p>	<p>“Trained” are those individuals who completed the 8-hour First Aider training.</p>	<p>All individuals who were trained as MHFA or YMHA First Aiders during the reporting period.</p>	<ol style="list-style-type: none"> 1. <u>Date Range Result Was Completed</u> box: Select the reporting period from the drop-down box. 2. <u>Result Name</u> box: Select the indicator TR-1 from the drop down box. 2. Result name box – First Aider Training 3. <u>Result Description</u> box: Please enter the date(s) of each training and the number of persons trained as First Aiders for each training conducted during the reporting period. 4. <u>Number</u> box: Enter the total number of First Aiders trained during the reporting period 	<p>It is expected that the Y/MHFA Instructors will report these data to the AWARE-C Project Coordinator or designee whenever First Aider trainings are conducted.</p> <p>The Project Coordinator or designee will total these data and enter them into the TRAC system.</p> <p>AWARE-C grantees will need to establish a process to collect, consolidate, and report these data.</p>

Project AWARE-Community Guidance

Example of TR1 Entry

Result Record

[View Glossary](#)

(OMB Number: 0930-0285; Expiration Date: 03/31/2019)

Save - Add New

Save - Finish

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: IPPTTEST2016 (IPP TEST 2016)

Date Range Result Was Completed:

Indicator:

TR1 - The number of individuals who have received training in prevention or mental health promotion.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name:

Result Description:

Number:

Save - Add New

Save - Finish

Project AWARE-Community Guidance

IPP Indicator: WORKFORCE DEVELOPMENT (WD-3)

The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant

Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for WD-3	Tips and Resources
<p>WD-3: The intent is to capture information about the number of adults who certified as MHFA or YMHA Instructors during the reporting period.</p>	<p>“Certified” is defined as a person who was fully or provisionally certified as a MHFA or YMHA Instructor. An individual who failed the course should not be counted.</p>	<p>All adults who were certified as a MHFA or YMHA Instructor during the reporting period.</p>	<p>1. <u>Date Range Result Was Completed</u> box: Select the period from the drop-down box</p> <p>2. <u>Select the indicator WD-3</u> form the drop-down box.</p> <p>3. <u>Result Name Box: Enter WD-3</u></p> <p>4. <u>Result Description box:</u> Please enter the date(s) and location(s) of each Instructor training. For example, to an Instructor training that was held in Rockville MD on January 15, 2015; please indicate “6 people were certified as YMHA Instructors in Rockville MD on 01-20-2015.”</p> <p>4. <u>Number box:</u> Enter the total number of Instructors certified during the reporting period</p>	<p>It is expected that the AWARE-C Project Coordinator or designee will collect and enter these data into TRAC.</p> <p>AWARE-C grantees will need to establish a process to collect, consolidate, and report these data.</p>

Project AWARE-Community Guidance

Example of WD3 Entry

Result Record

[View Glossary](#)

(OMB Number: 0930-0285; Expiration Date: 03/31/2019)

Save - Add New

Save - Finish

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: IPPTEST2016 (IPP TEST 2016)

Date Range Result Was Completed: FFY 2016 Quarter 1 (Oct. 1 2015 – Dec. 31 2015) ▼

Indicator: Workforce Development - WD3 ▼

WD3 - The number of people credentialed/certified to provide mental health-related practices/activities that are consistent with the goals of the grant.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name: YMHFA Instructors

Result Description: A total of 4 individuals were trained and certified on October 7, 2015 in Rockville, MD as YMHFA Instructors

Number: 4

Save - Add New

Save - Finish

Project AWARE-Community Guidance

IPP Indicator: REFERRAL (R-1) The number of individuals referred to mental health or related services				
Intent and Key Points	Definition of Key Terms	Who are you counting?	Guidelines for entering IPP Results for R-1	Tips and Resources
<p>The intent is to capture information about the number of school- or transition-aged youth referred by MHFA or YMHFA Instructor or First Aider to mental health or related services during the reporting period.</p>	<p>“Referred” ** is defined as linking a youth to a mental health or related service, resource, or support. This includes but is not limited to directing a person for screening, assessment, consultation, review, or treatment. Please note that his definition of “referred” is very broad, unlike the traditional definition of a mental health services referral.</p> <p><i>See additional information below the table.</i></p>	<p>All youth referred or linked to a mental health or related service or resource by an Instructor or First Aider</p>	<ol style="list-style-type: none"> 1. <u>Date Range Result Was Completed</u> box: Select the period from the drop-down box. 2. <u>Select the indicator R-1</u> form the drop down box 3. <u>Result Name box</u>: Enter either “Referrals for School-aged Youth” or “Referrals for Transition-aged Youth” 4. <u>Result Description box</u>: As necessary, please enter any descriptive information about the referrals 5. <u>Number box</u>: Enter the total number of referrals during the reporting period 	<p>The AWARE-C Project Coordinator will need to establish a process to collect, consolidate, and report these data into the TRAC system.</p> <p>It is recommended that this data be collected at least monthly. Suggestions include sending out a monthly “survey monkey” poll, or amending a current data system.</p>

**** NOTE:** the definition referred to very broad, unlike the traditional definition of a mental health services referral.

Project AWARE-Community Guidance

“Mental health or related service” is defined as pertaining to mental health or the population of people with or at risk of mental illness, including those with co-occurring disorders. Below are examples of the types of mental health or related services and resources an Instructor or First Aider could make. This list is not exhaustive and you should consult with your project officer about other types of referrals that could be considered:

- School guidance counselor
- Psychologist
- School-, university/college, or community-based mental health counselor
- School-, university/college, or community-based social worker
- School- or college/university- based nurse
- Group counselor
- A crisis hotline telephone number
- A local hospital
- Clergy and pastoral counselors
- Local support groups

Project AWARE-Community Guidance

Example of R1 Entry

Result Record

[View Glossary](#)

(OMB Number: 0930-0285; Expiration Date: 03/31/2019)

Save - Add New

Save - Finish

INSTRUCTIONS: Enter one result per indicator on this data entry screen. Please do not use the same result name twice in one federal fiscal year quarter¹. Note: Screen will refresh when you select the date range or indicator.

Grant Number: IPPTTEST2016 (IPP TEST 2016)

Date Range Result Was Completed:

Indicator:

R1 - The number of individuals referred to mental health or related services.

¹ FFY QUARTER 1 (10/1- 12/31); FFY QUARTER 2 (1/1- 3/31); FFY QUARTER 3 (4/1- 6/30); FFY QUARTER 4 (7/1- 9/30)

If there were no new results, check this box:

Result Name:

Result Description:

Number:

Save - Add New

Save - Finish

Project AWARE-Community Guidance

AWARE-Community TRAC Budget Categories Guidance

Category	Description	Applicability to AWARE-C Program	Examples
Services Activities Provision	Activities related to providing treatment to consumers	Not applicable for AWARE-C	N/A
Infrastructure Development	Activities needed to accomplish infrastructure goals consistent with IPP indicators	Not applicable for AWARE-C	N/A
Data Collection, Evaluation, and Performance Measurement and Assessment	Activities related to collection and reporting TRAC data and time and resources expended to collect and use data to demonstrate or improve project effectiveness	Applicable – grantee can allocate up to 10 percent for this category	Collecting and reporting TRAC and other performance measures data
Mental Illness Prevention and Mental Health Promotion Activities	Activities which accomplish prevention and promotion goals consistent with the IPP indicators	Applicable – grantee can allocate not less than 80 percent for this category	<ul style="list-style-type: none"> • Training of Instructors and First Aiders • Outreach and engagement strategies • Social marketing/media campaigns • Referrals • Creating a community resource guide for First Aiders • Local travel to conduct First Aider trainings • Local travel to attend Instructor training

Project AWARE-Community Guidance

Technical Assistance	Technical assistance the grantee provides	Not applicable	N/A
Grant Administration	General activities required for the overall management and administration of the grant	Applicable – grantee can allocate up to 10 percent for this category	<ul style="list-style-type: none"> • Resources to prepare reports • Preparing program modification requests, budget changes, managing timelines • Responding to grant terms and conditions • Coordination with grant Business Office • Participating in monitoring conference calls with project officer • Consultations with SAMHSA DGM